



smalltalk
CHILDREN'S ADVOCACY CENTER

Job Description: Crisis Counselor

Reports to: Executive Director

Salary Range: \$42,000 to \$55,000

Job Classification and Status: The Crisis Counselor position is an hourly, grant-funded position and is an at-will employee that can be terminated with or without cause. The position requires 40 hours per week of crime victim advocacy/support services with some flexibility in scheduling. The position and pay rate is contingent upon funding.

Essential Duties and Responsibilities

- Provide trauma-focused counseling and therapy services for children and families who have been seen at Small Talk for forensic interviews for sexual abuse, severe physical abuse, and human trafficking.
- Upon acceptance of counseling services, complete and initial intake and create an individual treatment plan for each client
- Facilitate support and therapy groups for children and non-offending caregivers
- Evaluate needs of the child and family and provide appropriate referrals and information
- Provide crisis intervention for children and non-offending caregivers during their first visit to the CAC for a forensic interview as needed
- Be a support person and advocate for children going through the court system
- Make follow up calls at 1 week, 1 month, 3 month, and 6 month intervals
- Make appropriate recommendations for ongoing mental health treatment
- Attend and participate in monthly case review meetings
- Maintain accurate and timely case notes and record of all client contacts
- Update case tracking system with counseling and victim advocacy information
- Participate in peer review and clinical supervision
- Attend ongoing training and professional development to maintain and enhance job-related skills
- Provide accurate statistical reports as needed
- Complete intake process with families upon arrival at Small Talk for a forensic interview as needed
- Work closely with other Multidisciplinary team members to provide support and knowledge in mental health as children and families navigate the investigative process
- Comply with all grant-related guidelines and requirements
- Aid families in completing Crime Victims Compensation paperwork as needed

- Complete Victim satisfaction and feedback surveys with victims and non-offending caregivers
- Meet with non-offending caregivers prior to forensic interview to complete intake paperwork
- Other duties as assigned by Executive Director

Skills, knowledge, and abilities requirement: The Crisis Counselor must have at least two years of experience working with children and families that have experienced trauma, specifically sexual abuse, physical abuse, and human trafficking. Must possess knowledge of trauma-focused cognitive behavioral therapy, child development, and the impact of trauma on children and their families. The Crisis Counselor must be able to demonstrate sound clinical judgement, ability to build rapport, and strong communication skills in and out of the therapeutic environment. Must be able to work well independently and within the context of a team of professionals from other disciplines. Proficiency in Office Suite and ability to learn other computer and web based programs for case tracking and notation. This position does not supervise other staff within the organization.

Educational Requirements: Master's degree in Social Work, Counseling, or a related field and must maintain all licenses and credentials.

Benefits: Paid time off, paid holidays, Health Insurance.

Physical Environment: The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. The position may involve some travel for meetings and training purposes. All employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry.

Small Talk Children's Advocacy Center will employ the intake coordinator in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act laws.